# POSITION DESCRIPTION

## Health, Safety and Environment Advisor

<table>
<thead>
<tr>
<th>Position Level</th>
<th>6</th>
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<tbody>
<tr>
<td>Faculty/Division</td>
<td>Science</td>
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<tr>
<td>Position Number</td>
<td>00092641</td>
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<td>Original document creation</td>
<td>April 2021</td>
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### Position Summary

The Health, Safety and Environment (HSE) Advisor provides effective high level, and efficient health and safety compliance and auditing support to the Faculty of Science. Working closely with the HSE Business Partner, HSE colleagues and key stakeholders across the faculty, the HSE Advisor will assist with the implementation of health, safety and environment management systems and ensure that processes align with the requirements of UNSW.

The primary purpose of this role is to provide a range of specialist services to support the development, implementation, and maintenance of HSE systems and governance to ensure the on-going compliance of the Faculty of Science with all relevant health and safety legislative, regulatory and incident response readiness requirements.

The role reports to the Faculty Operations Manager with a dotted line to the HSE Business Partner, Science and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Action targeted improvement plans to support academic and technical teams to achieve HSE compliance in all teaching and research activities as outlined within UNSW Safety Management System.

- Provide practical solutions to ensure the Faculty complies with all applicable health and safety legislation to minimise risks and prevent injuries across a broad and complex range of research and teaching activities in offices, classrooms, laboratories, workshops, stores, and field/off-site locations.
• Collate and disseminate workplace healthy and safety (WHS) information to colleagues, effectively and on time, and monitor to ensure that follow up actions are undertaken.

• Provide administrative support in the preparation of reports, audits and completion of health, safety, and environment training.

• Assist schools with the preparation of documentation and training specific to the introduction of the University’s new HSE system.

• Identify and analyse health, safety and environment trends and document strategies to prevent reoccurrence.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• Relevant WHS tertiary qualification (Diploma in WHS) or equivalent level of knowledge gained through training and experience in a research environment.

• Comprehensive understanding of relevant workplace health and safety legislation and standards in NSW including the Work Health & Safety Act 2011 and Work Health and Safety Regulation 2017 (NSW).

• Proven background in WHS in a scientific research environment and demonstrated ability to implement WHS legislation, guidelines, and management practices in the workplace.

• Strong interpersonal skills with ability to consult, communicate and implement WHS projects within all levels of staff across the School.

• Strong time management and organisational skills including the ability to establish priorities, work well under pressure to manage and prioritise multiple tasks with competing deadlines.

• Strong written and verbal communication skills.

• An understanding of and commitment to UNSW’s aims, objectives, and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.